

Marist Softball Club (Inc): Health and Safety Policy

Reviewed: 27 August 2019 Next review date: Start of 2020-2021 season

Purpose

The purpose of this Policy is to create a safe and healthy club environment for our club members and visitors and to ensure we prevent accidents and illness in our club environment.

Objectives

The Marist Softball Club health and safety programme aims to:

- Promote excellence in health and safety management;
- Continually improve current health and safety performance;
- Provide a safe and healthy club environment;
- Identify and control or mitigate hazards and risks;
- Establish and maintain communication on health and safety;
- Support Club members participation in health and safety matters;
- Identify needs and provide training on health and safety;
- Demonstrate a commitment to the accurate reporting and recording of health and safety matters.
- Ensure that this policy is reviewed regularly and monitored for effectiveness.

Marist Softball Club will:

- Regularly inspect the Clubrooms to identify, manage and control/mitigate hazards and risks and establish safe club and work practices;
- Provide information to foster awareness of health and safety;
- Make adequate preparations for emergencies;
- Record all reported accidents and “near misses” and investigate where necessary to ensure future accidents are avoided;
- Notify Worksafe New Zealand of a “notifiable event”;
- Provide reasonable opportunities for Club members to be involved in health and safety.

Club members will:

- Contribute to the process of risk identification and, as required, assist in the analysis and control of hazards and risks;

- Ensure all known accidents or near misses involving Club members and/or visitors are reported to the Executive Committee
- Not undertake any activity which is unsafe;
- Look out for the safety of fellow Club members or visitors;
- Observe all safety rules (including warning signs) and risk controls.

Environment

The Club has different physical environments which pose different hazards, and which are used by people with varying obligations for the Club:

1. The Clubrooms used by a wide range of people including workers, volunteers, volunteer workers, contractors, visitors and the Club's members.
2. The softball fields and facilities, including buildings and carparks.

A key principle of health and safety is that those who are best placed to manage hazards do so.

The Club wants to ensure that the welfare of all members is looked after. This will involve a diverse range of actions ranging from coaches and managers prioritising the welfare of a player when he/she is carrying an injury to members who are supporters respecting the decisions of referees officiating at games.

Risks

We are all responsible for identifying potential risks in the Clubrooms environment. A list of potential risks that have been identified can be found in the Risk and Hazards Register.

All users of the Clubrooms are responsible for:

- Taking care of their own health and safety.
- Complying with all health and safety instructions.

Accidents/Emergency

When an accident or near miss occurs at the Clubrooms, the below steps must be followed:

Firstly, ensure the injured person receives the required medical treatment. (There is a first aid kit located in a cupboard in the bar.)

If an accident or near miss involving serious harm occurs:

- Don't move the person

- Call 111 for an ambulance and seek the appropriate medical treatment.

All accidents or near misses need to be notified to the Executive Committee.

The Committee will inform Worksafe New Zealand if the incident is a “notifiable event” and otherwise review the accident or near miss and take steps to eliminate or minimise any risks to prevent a similar accident happening again.

Clubrooms evacuation procedure

The evacuation procedures for the Clubrooms are posted on the wall in the entrance stairwell, and exit doors have signs on them.

Fire Safety

Fire exit doors are identifiable via signage, and are kept clear of obstacles.

In the event of a fire:

- If possible, operate the nearest fire alarm
- Call 111
- Use a fire extinguisher if it is safe
- Immediately vacate the building via the closest exit
- Make sure any visitors leave the building with you
- Walk, don't run
- Don't return for personal belongings
- Report to the meeting point on the concrete area carpark outside Clubrooms.

Smoking

All areas in the Clubrooms are designated non-smoking.

Earthquake safety

In the event of an earthquake, move away from windows and anything that could be dangerous if it falls. Find cover under tables or doorways.

After the earthquake, if it is safe to do so, evacuate the building and assemble in the carpark area outside.

Check for injuries, hazards and fires.

Contractors on Site

The Club is firmly committed to the provision of a safe and healthy workplace or environment for contractors and visitors.

The Club will ensure contractors have a safe environment to work and contractors and subcontractors will:

- identify any hazards they will be bringing to the site and how those hazards will be mitigated;
- ensure their employees and/or sub-contractors have received safety training for the job;
- ensure their employees have any emergency and personal protective equipment they may require; and
- report any accidents or near misses incurred by the contractors, employees of the contractors, subcontractors or visitors to the Club's Health and Safety Co-ordinator.

Important Health and Safety Contacts and Information

What	Where/Who
Trained First Aider	Claire Conroy (021 471 459)
First Aid Kit	In the bar at the Clubrooms
Risk Register	Behind the bar in the Clubrooms
Accident Register	Behind the bar in the Clubrooms
Fire Extinguishers in Clubrooms	Located in the Clubrooms
Fire Exits for Clubrooms	As identified by signs
Assembly point in the event of a Clubroom evacuation	In the carpark adjacent to the Clubrooms
Contact person for key to Clubrooms	Club Chairman
Health and Safety Co-ordinator	
Key to field gate	Club Groundsman

Review Timetable

This Policy shall be reviewed annually, at the start of each season.